

STATE OF NEW JERSEY



COUNTY VO-TECH SCHOOL

S341602-002

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: S341602
 SCHEDULE NUMBER: 002
 PAGE NUMBER: 1 OF 43

DEPARTMENT: Education
 DIVISION:
 BUREAU: County Voc-Tech School

AGENCY REPRESENTATIVE:
 TITLE:
 (AREA CODE) TELEPHONE NUMBER:

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE: *Robert A. [Signature]* DATE: 1/16/91
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *[Signature]* DATE: 3/27/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	<u>Administration</u> Accident Reports (Employee)	7 yrs		Destroy
0002-0000	Adult Basic Skills Contract and Attachments (G020030689) (G020030686) (05G004) (G0200386) Title also given as: Fiscal Report Section 309 (310) Title VI P.L. 93-380, Special Projects and Teacher Training. A copy is sent to the Department of Education.	7 yrs after termination of entitlement		Destroy
0003-0000	Affirmative Action File File of goals toward fulfilling federal and state affirmative action requirements and guidelines. A copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy
0004-0000	Annual Report of Persons Employed in School Aide Positions (M010030689) (M010030688) (M010030686) (12D010) (M01000385) (Copy) Original is sent to the office of the County Superintendent of Schools.	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

2 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0005-0000

Annual Report of Violence and Vandalism (Chapter 163, Laws of 1982) (M010040691) (M010040688) (12A003) (M01000485) (Copy)
Original is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0006-0000

Annual Review of Progress in Implementing Affirmative Action Plans (M260020689) (M260020687) (Copy)
Original is sent to the Department of Education.

3 yrs

Destroy

0007-0000

Application for Approval of Change in Secondary School Program (M010070690) (M01000485) (M010070686) (Copy)
Title also given as: Application for Approval of Proposed Changes in Secondary School Program - CI-1070 (M010070686) (M0100485) An application to amend a school's curriculum outline.
Original is sent to the office of the County Superintendent of Schools.

5 yrs

Destroy

0008-0000

Application for Approval to Operate Public Summer Schools (M010010689) (M010010686) (12D001) (M01000185) (Copy)
Original is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0009-0000

Application for Approval of School Aide Positions (M010020691) (M010020688) (12D009) (M01000286) (Copy)
Title also given as: Application for Approved and Annual Report of Auxiliary School Personnel
Original is sent to the office of the County Superintendent of Schools.

5 yrs

Destroy

0010-0000

Application for Employment - Unsuccessful
Successful candidate's application is filed in his employee file.

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
3 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0011-0000	Board Member - Affidavit & Oath NJDE A-36	5 yrs after termination of office		Destroy
0012-0000	Board Members - Report to County Superintendent (NJDE A-12) (Copy) Original is sent to the office of the County Superintendent of Schools.	1 yr		Destroy
0013-0000	Bulletins and Announcements (Non-Employment)	Periodic review		Destroy
0014-0000	Burglary and Break-In Report Contains: items missing, quantity, date of purchase and value.	7 yrs		Destroy
0015-0000	Bylaws and Policies Books Book of bylaws and policies of educational and related issues. A copy is sent to the office of the County Superintendent of Schools.	Permanent		Permanent
0016-0000	Chief Administrative Officer's Subject Files Subject files of a Principal or Chief Administrative Officer dealing with all aspects of their offices. Includes correspondence, minutes, and reports concerning: agency policy, procedures, organization, programs, fiscal or personnel matters.	4 yrs after completion of term of office		Archival review
0017-0000	Class List	1 yr		Destroy
0018-0000	Class Schedule (Master File - Curriculum)	20 yrs		Archival review

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

4 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0019-0000

Computer System Documentation
Informational file detailing the creation, implementation, and maintenance of a data processing system and its supporting hardware and software. May contain but is not limited to the following: record, file and printout format; flowcharts; decision tables and trees; program instructions; coding sheets; operating instructions; source and object programs compilations; system test data; system documentation; Job Control Language (JCL); HIPO charts; and supporting documentation.

1 yr after system is either superseded or discontinued

Destroy

0020-0000

Contracts
Includes: adult education, extracurricular, general, and union.

7 yrs after termination of contract

Destroy

0021-0000

Correspondence

3 yrs

Destroy

0022-0000

Criminal History and Review File (Copy)
Original is sent to the Department of Education. Copies may be kept by the County Superintendent, the contractor, and the employee. In accordance with N.J.S.A. 18A:6-7.1-4, the file may contain but is not limited to the following:
Applicant Authorization and Certification - Professional and Nonprofessional Employee (C070010691), Applicant Authorization and Certification - School Bus Driver (C070040691), District/Contractor Employee Roster (C070030689), Employee Roster - Professional and Nonprofessional (C070060691), Fingerprint Card Verification Notice, Fingerprint Cards (New Jersey State Police and the Federal Bureau of Investigation), Transmittal Form - Professional and Nonprofessional Employee (C070020691), and Transmittal Form - School Bus Driver (C070050691).

1 yr from approval or disqualification

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

5 OF

43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0023-0000	Deeds and Easements - School Board Property Acquisitions	7 yrs after disposal of property		Destroy
0024-0000	Delivery Slips Includes receiving reports and warehouse item receiving card.	3 yrs		Destroy
0025-0000	Doctor's Excuse for Absence-Employee	3 yrs		Destroy
0026-0000	Drug Free Schools and Communities Act Application for Financial Aid (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0027-0000	Emergency Information Card - Employee	2 yrs after update		Destroy
0028-0000	Employee Attendance Records	3 yrs		Destroy
0029-0000	Employee File: Professional, Substitute Teacher, and Non-Professional May include but is not limited to the following: vacation request, leave of absence request, medical history, payroll notices, personnel update, summer sabbatical, summer program, summer teaching program, extra duty pay, home instructor, teacher observations, evaluation performance reports, oath of allegiance, offer of employment, acceptance or rejection of offered employment, salary notification, application of employment, application for extracurricular activities, performance objectives, employment contracts, and union agreement contracts.	6 yrs after termination of employment		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
6 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0030-0000	Evaluation File - Professional Contains evaluations of teachers, principals, and vice principals employed by the school district.	6 yrs after termination of employment		Destroy
0031-0000	Financial Reports - Annual	7 yrs		Destroy
0032-0000	Fire Drill Card (NJDE A-18)	As updated		Destroy
0033-0000	Grant Application File (Copy) Contains copies of applications and supporting paperwork for the following grant programs: English as a Second Language (ESL), Title I, Title II, Block, Refugee/Immigrant, Chapter 192-193/Nonpublic School Program, Vocational Education, Adult Basic Education, General Education Development, English for the Foreign Born, Vocational, and similar grant programs and revenue statements. The originals are sent to the Department of Education and copies are sent to the office of the County Superintendent of Schools.			
0033-0001	Grant Application File - Approved	7 yrs after termination of grant		Destroy
0033-0002	Grant Application File - Denied	3 yrs	2 yrs	Destroy
0034-0000	Grant Reports File This file contains reports generated from various grant programs. Contains: Expenditure Report, Final Grant Report, Financial Interim Report, NJDE Third Party Contract Grant Report, and Supplemental Financial Information Backup Sheet NJDE 076004.	7 yrs after termination of grant		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

7 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0035-0000	Grievance File Records of employees' dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set precedent or policy, are deemed necessary for future reference.			
0035-0001	Grievance File - Policy Establishing Settlements (Original)	Permanent		Archives
0035-0002	Grievance File - Policy Establishing Settlements (Record Copy)	3 yrs after final settlement		Destroy
0035-0003	Grievance File - Policy Establishing Settlements (Informational Copies)	Periodic review		Destroy
0035-0004	Grievance File - Routine Settlements (Additional Copies)	Periodic review		Destroy
0035-0005	Grievance File - Routine Settlements (Originals)	3 yrs after final settlement		Destroy
0036-0000	Health Benefits Files Contain: health program reference material, billing, and employee deductions notices for the various provider programs.	7 yrs		Destroy
0037-0000	Job Vacancy Notices	3 yrs		Destroy
0038-0000	Master Plan The academic plan for the school system, updated every five years. Copies are sent to the Department of Education and the office of the County Superintendent of Schools.	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
8 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0039-0000	Minutes and Agendas			
0039-0001	Minutes and Agendas (Original)	Permanent		Permanent
0039-0002	Minutes and Agendas - Rough Draft and Notes	When final minutes are approved by the School Board		Destroy
0040-0000	Official Public Notice in Compliance with Open Public Meeting Act	3 yrs		Destroy
0041-0000	Policy Statements A copy is sent to the office of the County Superintendent of Schools.	Permanent		Permanent
0042-0000	Public Employees Occupational Safety and Health Act (P.E.O.S.H.A.) File (Record Copy) Contains the Annual Occupational Injuries and Illnesses Survey and supporting documentation. Maintained in accordance with N.J.A.C. 12:110, Subchapters and N.J.S.A. 34:6A-2S et seq.. Original maintained by the Department of Labor.	6 yrs		Destroy
0043-0000	"Public School Education Act" Annual Plan Projected five-year plan of a school's curriculum and academic objectives. May be updated within the five-year time period, if so, a new plan is produced. Copies are sent to the Department of Education and office of the County Superintendent of Schools.	10 yrs		Destroy
0044-0000	Record Card of Employment This card is a brief employment history for professional and nonprofessional employees.	70 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
9 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0045-0000

Recordings (Audio/Video) of Meetings of Public Officials

80 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer

Erase

0046-0000

Report - Accumulated Holidays and Sick Days

1 yr

Destroy

0047-0000

Report of Certificated Staff Employed Full-Time and Part-Time (C070030689) (C070030686) (03E003) (C06100386) (Copy)

10 yrs

Destroy

Title also given as: Report of Certificated Staff Employed; and Certificated and Non-Certificated Staff. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

0048-0000

Report of the Custodian of School Monies (NJDE A-149)

Permanent

Permanent

0049-0000

Report of Non-Certificated Support Services Personnel Employed by New Jersey Public School Districts (C070060689) (C070060686) (03E007) (C06100686) (Copy)

10 yrs

Destroy

Title also given as: Non-Certified Staff Report; Non-Public Schools Having High Concentration of Students from Low Income Families. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
10 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0050-0000	Report of the Secretary of the School Board (NJDE A-148)	Permanent		Permanent
0051-0000	Reports			
0051-0001	Annual (Agency of Origin - Original)	Permanent		Permanent
0051-0002	School Board of Education Committee Reports Retained with School Board Minutes.	Permanent		Permanent
0051-0003	Daily	1 yr		Destroy
0051-0004	Miscellaneous, Monthly, Quarterly and Semiannual	3 yrs		Destroy
0052-0000	Request and Authorization for Records Disposal	Permanent		Permanent
0053-0000	Request for Time Off	1 yr		Destroy
0054-0000	Resolutions of Board of Education	Permanent		Permanent
0055-0000	Salary Notification Letter (Copy) Letter is notification of personnel salary status.	3 yrs		Destroy
0056-0000	State Aid Report (Copy) Provides a pupil count and related statistics needed to continue receiving yearly State Aid. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy
0057-0000	Subject Files	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER ⁴³

11 OF

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0058-0000	<p>Superintendent and Staff Performance Evaluations (Copy)</p> <p>Contains evaluations of the Superintendent of Schools and the professional and nonprofessional staff. The record copies are kept in the individual personnel folders.</p>	3 yrs		Destroy
0059-0000	Teacher Observation Report	6 yrs after termination of employment		Destroy
0060-0000	Trip and Conference Requests	7 yrs		Destroy
0061-0000	Violence, Vandalism, and Substance Abuse Incident Report (M010050691) (M010050688) (M01000585)	7 yrs		Destroy
0062-0000	Work Schedules	3 yrs		Destroy
0063-0000	<p>Worker and Community Right to Know Act File (Record Copy)</p> <p>This file is maintained in accordance with the Worker and Community Right to Know Act, L. 1983, c.315, N.J.S.A. 34:5A-1 et seq.. Originals are kept by the Department of Health. Copies are kept by the Department of Environmental Protection, the county health department, the county clerk, and the local fire and police departments. File contains, but is not limited to the following: Hazardous Substance Fact Sheet, Hazardous Substance Training Data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.</p>	30 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

12 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Attendance: Student</u>			
0100-0000	Census Cards Statistical data of population and enrollment counts for school district.	10 yrs		Destroy
0101-0000	Consolidated Enrollment Report: Current School Enrollment Data (C060010689) (C070010689) (C070010686) (03E001) (C06100186) (Copy) Title also given as: Enrollment Information. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	10 yrs		Destroy
0102-0000	Consolidated Enrollment Report: Out of School Suspensions, Dropouts, and Expulsions (C060020689) (C070020689) (C090020686) (03E002) (C06100286) (Copy) Title also given as: Consolidated Enrollment Report: Dropout Information-Suspension and Expulsion; and Dropout Information. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	10 yrs		Destroy
0103-0000	Pupil Enrollment File Contains various statistics and reports for pupil enrollment. Information is used to update yearly state funding reports and for other enrollment reports.	7 yrs		Destroy
0104-0000	Registers - Attendance Record Card (NJDE A-2)	1 yr		Destroy
0105-0000	Registers - Principal Card (Salmon) (NJDE A-38)	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

13 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0106-0000

School Registers
Statistical data pertaining to school-wide
and individual classroom student enrollment.

0106-0001

Central - Information Transferred to Pupil
File/Student Record - Cumulative

3 yrs

Destroy

0106-0002

Central - Information Not Transferred to
Pupil File/Student Record - Cumulative

Permanent

Permanent

0106-0003

Classroom - Information Transferred to Pupil
File/Student Record - Cumulative

1 yr

Destroy

0106-0004

Classroom - Information Not Transferred to
Pupil File/Student Record - Cumulative

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

14 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Cafeteria</u>			
0200-0000	Agreement - School Nutrition Program	7 yrs after termination of agreement		Destroy
0201-0000	Application - Free or Reduced Price Meals or Free Milk			
0201-0001	Free or Reduced Price Meals or Free Milk - Approved	7 yrs after termination of application		Destroy
0201-0002	Free or Reduced Price Meals or Free Milk - Denied	3 yrs		Destroy
0202-0000	Food Handling Establishment License	3 yrs		Destroy
0203-0000	Sanitary Inspection Report (F-38) A copy is sent to the County Department of Health.	3 yrs		Destroy
0204-0000	Sanitary Inspection Report Certificate	3 yrs		Destroy
0205-0000	School Lunch File Contains: reports, audits, menus, program policies, and correspondence.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

15 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	

Construction, Transportation, Repair & Maintenance

0300-0000

Application for Approval of School Construction (R-102)

0300-0001

Application for Approval of School Construction - Approved

7 yrs

Destroy

0300-0002

Application for Approval of School Construction - Denied

3 yrs

Destroy

0301-0000

Approval Letter
Letter from the Department of Education authorizing a building project at a school or other education related facility. Copies are sent to the Department of Education and the office of the County Superintendent of Schools.

7 yrs after disposal of building

Destroy

0302-0000

Approval of School Site
Approval from the Department of Education for the use of the site selected for a school building.

7 yrs after disposal of building

Destroy

0303-0000

Architect's Correspondence
Correspondence to/from the architect regarding building plans of structures that are being built or renovated.

7 yrs after disposal of building

Archival review

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

16 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0304-0000	<p>Asbestos Management Plan File</p> <p>In accordance with N.J.A.C. 8:58-9.2(a), and 8:58-9.4(a), this file may contain but is not limited to the following: Asbestos Hazard Evaluation Report, correspondence, release of information forms, deferral request, inspection and evaluation reports, Notice of Non-Compliance, Plan to Inform, operations and maintenance activities, reinspection plan, chain of command list, chain of custody for sample analysis, program coursework, program participant credentials, laboratory results certification, and management plans.</p>	30 yrs after building is destroyed		Destroy
0305-0000	Bids for Construction	7 yrs after termination of contract		Destroy
0306-0000	<p>Building Permits Files</p> <p>Contains: applications, inspection reports, and supporting paperwork.</p>	7 yrs after disposal of building		Destroy
0307-0000	Building Plans and Specifications	7 yrs after disposal of building		Archival review
0308-0000	Change Order Blank (R-101)	6 yrs		Destroy
0309-0000	<p>Change Orders</p> <p>Orders to change building specifications.</p>	7 yrs after disposal of building		Destroy
0310-0000	Contractor's Affidavit (C-101)	7 yrs		Destroy
0311-0000	<p>Contracts - Construction</p> <p>Contains: contracts, and supporting documentation for the construction of buildings and other structures.</p>	7 yrs after disposal of building		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

17 of 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0312-0000

Equipment Repair Order
Contains: machine type, repairs needed, vendor names, repair costs, date, and purchase order number.

7 yrs

Destroy

0313-0000

Final Plan Approval (BF-101) (Facility Plan)

7 yrs

Destroy

0314-0000

Inspection Reports

0314-0001

Monthly and Daily Inspection Reports

3 yrs

Destroy

0314-0002

General Inspection Reports

7 yrs

Destroy

0315-0000

Ongoing Renovations
Workpapers for projected or completed renovations.

7 yrs after
disposal of
building

Destroy

0316-0000

Request for County Superintendent Approval
Purchase or Lease of School Vehicles
(NJSA 18A:58-7) (D070100689) (Copy)
Original is sent to the office of the County Superintendent of Schools and a copy is sent to the Department of Education.

1 yr

Destroy

0317-0000

Special Education Transportation Report
This report states the mileage and amounts paid for busing special education students.

7 yrs

Destroy

0318-0000

Summary of Bids (B-1874) (Copy)

3 yrs

Destroy

0319-0000

Transportation Contract (C-212)

7 yrs after
termination of
contract

Destroy

0320-0000

Transportation Contract Renewal (C-213)

7 yrs after
termination of
contract

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
18 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	

Curriculum & Instruction Services

0400-0000 Application for Part B, P.L. 94-142: Support Grants (K020110687) (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

0400-0001	Application for Part B, P.L. 94-142: Support Grants - Approved	3 yrs after termination of grant	2 yrs	Destroy
-----------	--	----------------------------------	-------	---------

0400-0002	Application for Part B, P.L. 94-142: Support Grants - Denied	3 yrs	2 yrs	Destroy
-----------	--	-------	-------	---------

0401-0000 Application for Vocational Education Funds (P.L. 98-524) (L020040689) (L020040686) (07G004) (L02000485) (Copy)
Title also given as: Application for Federal Vocational Education Funds (P.L. 94-482); Application for Educational Amendment, P.L. 94-482 Program Funds.
Original is sent to the Department of Education.

0401-0001	Application for Vocational Education Funds (P.L. 98-524) - Approved	3 yrs after termination of grant	2 yrs	Destroy
-----------	---	----------------------------------	-------	---------

0401-0002	Application for Vocational Education Funds (P.L. 98-524) - Denied	3 yrs	2 yrs	Destroy
-----------	---	-------	-------	---------

0402-0000	Cooperative Vocational Education Training Establishment Report (L050010688) (07C007) (L05000185) (Copy) Title also given as: Training Establishment Report. Original is sent to the Department of Education.	3 yrs		Destroy
-----------	--	-------	--	---------

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

19 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0403-0000	County Goals/Needs Statement - Vocational Education	20 yrs		Archival review
0404-0000	Course Study Guides Instruction guidelines for every course, at every grade and academic level, offered within a school district.	10 yrs		Archival review
0405-0000	Course of Study Master Plan Major guidelines for academic courses and their objectives.	Permanent		Permanent
0406-0000	Curriculum File Contains copies of all course syllabi and their varying academic proficiency tracks.	10 yrs		Archival review
0407-0000	Elementary and Secondary Education Chapter 2 Block Grant Program Guidelines and Applications (C030010688) (C030010686) (12A001) (C0300186) (Copy) Title also given as: LEA Chapter 2 Block Grant Application Public and Nonpublic. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy
0408-0000	Evaluation System Manual: Carl D. Perkins Vocational Education Act, P.L. 98-524 (L020100687) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy
0409-0000	Plan and Roll Books (Faculty)	3 yrs		Destroy
0410-0000	Policies and Procedures Governing the Vocational Application Process (Publication)	7 yrs after update		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
20 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0411-0000	Project Expenditure Report (L020030689) (L020030687) (07D002) (L02000485) (Copy) Title also given as: Vocational Financial Report; Project Fiscal Accounting Report. Original is sent to the Department of Education.	3 yrs		Destroy
0412-0000	Report of Local Expenditures for Vocational Education (L020020687) (07D001) (L02000287) (Copy) Title also given as: Report of Local Expenditures for Vocational Education Program Supported Entirely by the Local Board of Education. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	1 yr		Destroy
0413-0000	Secondary School Course Offerings (C060080689) (C070080689) (C070080686) (03E010) (C06100886) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	10 yrs		Destroy
0414-0000	Special Education End of Year Report (K020040686) (05B004) (K02000486) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs	2 yrs	Destroy
0415-0000	Special Education Plan: Annual Report of Statistical Data (K020070689) (K020070688) (05B022) (K02000785) (Copy) Title also given as: Annual Plan for the Education of all Handicapped Children: Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs	2 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
21 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0416-0000	Special Education Plan: Educational Program Operated by State Agencies (K020220689) (Copy) Original is sent to the Department of Education.	3 yrs	2 yrs	Destroy
0417-0000	Special Education Plan: Three Year Plan (K020210689) (Copy) Original is sent to the office of the County Superintendent of Schools and a copy is sent to the Department of Education.	3 yrs	2 yrs	Destroy
0418-0000	Special Exemption for Cooperative Education Students (L050020688) (07C017) (L05000285) (Copy) Original is sent to the Department of Education.	3 yrs		Destroy
0419-0000	Vocational Education Course/Program/Activity Accident Report (L070010687) (07D007) (L07000187) Title also given as: Vocational Education Accident Report Form. A copy is sent to the Department of Education.	10 yrs		Destroy
0420-0000	Vocational Education Follow-Up Questionnaire (L020090690) (L020090687) (Copy) Post graduation career follow-up questionnaire. Original is sent to the Department of Education.	1 yr		Destroy
0421-0000	Vocational Education Student Information (Adult) (L020080688) (Copy) Original is sent to the Department of Education.	3 yrs		Destroy
0422-0000	Vocational Education Student Information (Secondary) (L020070688) (L020070687) (07G010) (Copy) Original is sent to the Department of Education.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

22 OF

43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0423-0000	<p>Testing File (Copy)</p> <p>Contains: Application for Basic Skills Improvement Program ECIA Chapter 1, Certificate for Jointly Operated Basic Skills Improvement Programs, Consolidated Program Evaluation Summary for Basic Skills Improvement Programs, Incentives: for Basic Skills Improvement, Minimum Basic Skills and High School Proficiency Test Results (HSPT), and supporting documentation for Basic Skills, HSPT, and other testing programs. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>	5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

23 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Financial</u>			
0500-0000	Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (2 and 2A) (D020220691) (D020210688) (06C019) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	1 yr		Destroy
0501-0000	Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (4 and 4A) (D020220691) (D020220688) (06C019) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	1 yr		Destroy
0502-0000	Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (Permanent Bonds) (D020230691) (D020230688) (06C019) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	1 yr after bond maturity or cancellation		Destroy
0503-0000	Annual Budget Statement Books These books are the financial history of the school district.	Permanent		Permanent
0504-0000	Annual Financial Statement for Supervisor of Adult Education (G030050686) (05G015) (G0300586) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
24 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0505-0000	<p>Annual Financial and Statistical Report (A4-1) (D020010689) (D020010686) (06D005) (D02000185) (Copy) Title also given as: Annual Financial and Statistical Report (A4-1 & 2). Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>	3 yrs		Destroy
0506-0000	<p>Annual Inventory of Equipment Purchased Under Provisions of Adult Education Act, P.L. 91-230 (6020040689) (G020040686) (05G005) (Copy) Title also given as: Inventory of Equipment Purchased for Instructional Programs Under Sec. 310; Inventory of Equipment Purchased, Title VI, P.L. 93-380, Adult Education Program; Annual Fiscal Report for Adult Basic Education and High School Equivalency. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>	3 yrs		Destroy
0507-0000	<p>Annual Report: Ratio Information (D020100689) (D020100687) (D020100686) (06C043) (D02001085) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>	2 yrs		Destroy
0508-0000	<p>Annual Special Education Financial and Statistical Report (A4-2) (D020020689) (D020020686) (06D005) (D02000285) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>	2 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

25 of 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0509-0000

Annual Written Request for Payment of Budgeted Debt Services and Capital State Support (D020080689) (D020080686) (06C029) (D02000885) (Copy)

Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0510-0000

Application and Instructions for Indirect Cost Rates for Federally Funded Projects (D030020689) (D030020686) (06C003) (D03000286) (Copy)

Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

3 yrs after expiration of rate

Destroy

0511-0000

Application for State School Aid: Chapter 212, Laws of 1975, As Amended (D020030689) (D020030686) (06C005) (D02000385) (Copy)

Title also given as: Application for State School Aid.

Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

10 yrs

Destroy

0512-0000

Audit Reports

Copies are sent to the Department of Education and the office of the County Superintendent of Schools.

0512-0001

Audit Reports - State

Permanent

Permanent

0512-0002

Audit Reports - Internal

3 yrs

Destroy

0513-0000

Bank Books

7 yrs

Destroy

0514-0000

Bank Statements/Reconciliations

7 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
26
OF
43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0515-0000	Bid File Contains: purchase order proposal, procurement and service contract questionnaire, bids received, inventory/supply allocation sheet, proposal form, bonds, correspondence, list of requirements, specifications, supporting paperwork, recaps, and a checklist of received bids. The final summary and awarded bid information are incorporated into the School Board Minutes.			
0515-0001	Bid File - Approved	7 yrs after termination of contract		Destroy
0515-0002	Bid File - Denied	7 yrs		Destroy
0516-0000	Budget/Cap Waiver Guide (D020060688) (06C016) (D02000685) (Publication) Title also given as: Budget Statement Certification; School District Budget Statement (Line Item). A copy is sent to the office of the County Superintendent of Schools.	As updated		Destroy
0517-0000	Budget File Contains: printouts, Statements Advertised and workpapers. A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0518-0000	Cap Review Fact Sheet (D020160688)(06C018)(Copy) Title also given as: Cap Review Fact Sheet with Cap Review Procedures Guide Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

27 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0519-0000

Cash Book of Daily Balances
Journal of original entry listing each debit and credit as it occurs in the account.

7 yrs

Destroy

0520-0000

Cash Expenditures Worksheet (NJDE 110-b)
Contain: account names and numbers, clearing accounts, and reserve unpaid orders.

7 yrs

Destroy

0521-0000

Cash Receipts Worksheet (NJDE 110-a)
Contain: totals, current expense, capital outlay, debt service, and capital reserve.

7 yrs

Destroy

0522-0000

Charitable Donations Report
Report of employee's wage deductions for United Way, Cancer Fund, Heart Fund, etc..

7 yrs

Destroy

0523-0000

Checks Cancelled/Voided/Lost and Check Stubs

7 yrs

Destroy

0524-0000

Civil Rights Compliance (D11040691) (D110040688)
(Copy)
Statement of assurance that the school district is in compliance. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

3 yrs

Destroy

0525-0000

Daily Cash Record Sheets

7 yrs

Destroy

0526-0000

Debt Service and Capital Outlay (D0200080689) (Copy)

7 yrs

Destroy

0527-0000

Deferred Compensation File - Termination, Disability, and Retirement
Contains: insurance policies, disability benefits, liability due, notices of payment demand, compensation claims, copies of checks, and related correspondence.

7 yrs after
termination
of compensation

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

28 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0528-0000

Deposit Slips

7 yrs

Destroy

0529-0000

District Budget Statement Certification
(D020150688) (Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0530-0000

Dues Deduction Authorization

7 yrs

Destroy

0531-0000

ECIA Chapter 1 Annual and Adjusted Financial Report
(D030100689) (D030100686) (06C026) (D03001185)
(Copy)
Title also given as: ESEA Title 1 Preliminary and
Fiscal Financial Report. Original is sent to
the Department of Education and a copy is sent to
the office of the County Superintendent of
Schools.

3 yrs

Destroy

0532-0000

ECIA Chapter 2 Financial Report (D030120689)
(D030120686) (06C031) (D03001285) (Copy)
Title also given as: ESEA Title IV B Preliminary
and Fiscal Financial Report. Original is sent to
the Department of Education and a copy is sent to
the office of the County Superintendent of
Schools.

3 yrs

Destroy

0533-0000

End of Year Report: Minimum Salary State Aid
(D020270689) (Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0534-0000

Equipment Disposal Forms

3 yrs after
disposal

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

29 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0535-0000	Expenditures Custodian's Manual (NJDE A-17E) Contain: warrants issued, warrant number, current expense, capital outlay, debt service and total.	10 yrs		Destroy
0536-0000	Federal and State Income Tax Files Contain: year-to-date lists of monthly federal and state deductions per employee, and W-2 and W-4 employee withholding tax forms.	3 yrs		Destroy
0537-0000	Financial Report, Part B (Title VI) P.L. 94-142: Education of All Handicapped Children (D030040689) (D030040686) (06C001) (D03000485) (Copy) Title also given as: Profile of High School Seniors: A Longitudinal Study; Compensatory Education Evaluation-Pilot Test Forms. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy
0538-0000	Health Insurance Deduction Form	6 yrs after termination of employment		Destroy
0539-0000	Insurance Claim Form	7 yrs		Destroy
0540-0000	Insurance File Contains: policies on auto, disability, life, liability, health, student and workers' compensation, and related papers.	7 yrs after expiration of policy		Destroy
0541-0000	Inventory - Annual Inventory of equipment and supplies. A copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

30 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0542-0000	Invoices	7 yrs		Destroy
0543-0000	Journal - Daily Cash Book of original entry, recording transactions in chronological order.	7 yrs		Destroy
0544-0000	Ledger/Journal - General A central listing of all activities for an account within a particular time period.	Permanent		Permanent
0545-0000	Ledger/Journal - Subsidiary A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	10 yrs		Destroy
0546-0000	Long Range Facility Plan (D060010689) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	10 yrs		Destroy
0547-0000	New Jersey Department of Labor Report Monthly report to the Department of Labor listing the employees paid on a weekly basis.	7 yrs		Destroy
0548-0000	New Jersey State Tax Report Statistical report listing number of employees and current wages.	7 yrs		Destroy
0549-0000	Overtime Records	7 yrs		Destroy
0550-0000	Paid Vouchers and Bills/Monthly Status Listing Monthly report of monies owed and bills paid.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

31 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0551-0000

Payroll Agency Accounts (NJDE 140)
Contain: date, receipts, check number,
disbursement, and balance.

7 yrs

Destroy

0552-0000

Payroll File
Contains: payroll stubs, overtime slips,
payroll trial balances, payroll printouts, and
payroll/personnel notices.

7 yrs

Destroy

0553-0000

Payroll Registers

0553-0001

Payroll Registers (Master)

Permanent

Permanent

0553-0002

Payroll Registers (Copies)

3 yrs after audit

Destroy

0554-0000

Pension File - Teachers Pension and Annuity Fund
Contains enrollment applications, certification
list, correspondence, pension reports, and lists
of employees borrowing or withdrawing monies
from pension system.

6 yrs after
termination of
employment or
final payment,
whichever is
longer

Destroy

0555-0000

Petty Cash Records

7 yrs

Destroy

0556-0000

Preliminary School Bus Accident Report
(D070030691) (D070030688) (06E006) (D07000385)
(Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0557-0000

Program Oriented Budget/Cap Waiver Guide
(D020130688) (Publication)
Original is sent to the Department of Education
and a copy is sent to the office of the
County Superintendent of Schools.

As updated

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

32 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0558-0000

Property Record (NJDE 130)
Contains: school name and number, monies paid,
site of construction, and type of construction.

7 yrs after
disposal of
building

Destroy

0559-0000

"Public Law 94-142" Budget Grant Book
This is a reference aid for the Competitive Grant
and Flow-Through Funds programs. It contains:
grant application samples, workpapers, budget
proposals, objectives, and other materials.

7 yrs after
update

Destroy

0560-0000

Purchase Order Listing (NJDE 120)

7 yrs

Destroy

0561-0000

Receipts-Posted

7 yrs

Destroy

0562-0000

Receivables (NJDE A-17R)
Contain: receipt, description, total, current
expense, capital outlay, and debt service.

7 yrs

Destroy

0563-0000

Receiving Reports - Students
Statistical data pertaining to students in
sending/receiving school districts.

7 yrs

Destroy

0564-0000

Reimbursement to State of New Jersey TPAF and
Social Security Federally Funded Program
(D030110689) (D030110686) (06C028) (D03001185)
(Copy)
Title also given as: Reimbursement of TPAF &
Social Security - Federally Funded Contractual
Salaries to the State of New Jersey. Original
is sent to the Department of Education and a
copy is sent to the office of the County
Superintendent of Schools.

3 yrs

Destroy

0565-0000

Rental Agreements
Includes correspondence and leases.

7 yrs after
expiration
of lease

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

33 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	

0566-0000

Report of School Budget and District Taxes (A-4f)
 Title also given as: Report of School Budget and District Taxes: Report of School Budget and District Taxes for the School Year ____ (A4-f) (03C004). Copies are sent to the office of the County Superintendent of Schools, County Taxation Board and Municipal Tax Assessor.

7 yrs

Destroy

0567-0000

Request for Additional Funding Under the Provisions of Chapters 192/193 (D030140691) (D030140688) (Copy)
 Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0568-0000

Requisitions

7 yrs

Destroy

0569-0000

School District Budget Statement (D020120688) (Copy)
 Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0570-0000

School District Program Oriented Budget Statement (D020140688) (Copy)
 Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0571-0000

School Register Summary (D020090688) (06C037) (D02000985) (Copy)
 Title also given as: School Register; New Jersey School Register. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
S341602

SCHEDULE NUMBER
002

PAGE NUMBER
34 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0572-0000	Secondary Education Payroll and Workpapers The schedule of professional and nonprofessional salaries and supporting workpapers.	7 yrs		Destroy
0573-0000	Social Security - Quarterly Reports	7 yrs		Destroy
0574-0000	State Bonding Procedures File contains the state's established procedures for bonding in reference to grant filing.	7 yrs after update		Destroy
0575-0000	State's Quarterly Report of Wages Paid	7 yrs		Destroy
0576-0000	Student Organization's Accounts Contain: cancelled checks, cash receipts, journals, ledgers, and vouchers.	7 yrs		Destroy
0577-0000	Telephone Bills	7 yrs		Destroy
0578-0000	Time Cards/Sheets	7 yrs		Destroy
0579-0000	Transmittal of Social Security Contributions (D030150689) Copy is sent to the Department of Education.	7 yrs		Destroy
0580-0000	Transmittals Used to transmit appropriated and non-revenue receipts.	3 yrs		Destroy
0581-0000	Travel File Contains: travel expense voucher (NJDE A-79), gasoline costs and trip requests.	7 yrs		Destroy
0582-0000	Trial Balances	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

35 of 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0583-0000

Tuition for Receiving (NJDE 135-B)
Contains: account number, number of pupils, and
payment amounts.

7 yrs

Destroy

0584-0000

Tuition for Sending NJDE (135-A)
Contains: account number, number of pupils, and
bill received.

7 yrs

Destroy

0585-0000

Unemployment Claim
Form BC-10 verified against earnings to determine
compensation eligibility.

7 yrs

Destroy

0586-0000

Union Dues Printout
Printout lists the employees' names, social
security number, and amount paid towards union
dues.

7 yrs

Destroy

0587-0000

Utility Bills

7 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

36 OF

43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Publications

0600-0000

Newsletters (Master)

Permanent

Permanent

0601-0000

Newspapers (Master)

Permanent

Permanent

0602-0000

News Releases (Master)

Permanent

Permanent

0603-0000

Publications (Master)

Permanent

Permanent

0604-0000

Student or Faculty Handbook (Master)

Permanent

Permanent

0605-0000

Yearbooks (Master)

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

37 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0700-0000	<p><u>Student</u></p> <p>Code of Conduct for Disciplinary Action The Code of Conduct report and its workpapers.</p>	5 yrs after update		Destroy
0701-0000	<p>Combined Certification (NJDE A-300) This form replaced the following forms: Age Certificate (A-50), School Record (A-56a), Promise of Employment (A-56b), Fitness of Minor- Physician's Certificate (A-56c), Vacation Employment Certificate (A-66a), Regular Employment Certificate (A-66b) and Age Certificate for Agriculture (A-66h).</p>	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0702-0000	<p>Confidential Disciplinary File Contains: names, suspension form, correspondence, dates, grade level, schools and cause for disciplinary action for students who have been suspended from school, or who have been subject to other disciplinary procedures.</p>	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0703-0000	<p>List of Disclosure and Transfer of Student Records Permission to release information about a student's records.</p>	Permanent		Permanent
0704-0000	<p>New Jersey Governor's School Program (Copy) File may contain but is not limited to the following: program application, program candidate program announcement letter and handbook, list, nomination letter, parent commitments and permissions, and supporting documentation.</p>	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

38 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0705-0000

New Jersey School of the Arts File (Copy)
File may contain but is not limited to the following: admission notification & letters, faculty and/a principal's letter of recommendation, student narrative evaluation, scholarship letter, program enrollment and financial aid application, program registration, and confirmation, tuition contract, program reference materials, and supporting documentation.

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0706-0000

Parental Permission for a School Trip

3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

39 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0707-0000	Parental Permission to Stay After School	3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 20 whichever is longer		Destroy
0708-0000	Progress Report File Contains: report cards, progress or deficiency reports.	1 yr after information is transferred to Cumulative Student Record		Destroy
0709-0000	Pupil File/Student Record - Cumulative In accordance with N.J.A.C. 6:3-2.8e this file contains the following: attendance record, Health Appraisal Card, Authorization of Release of Information, date of birth, sex, classes attended, grades, residency and citizenship status, grade level completed, medical evaluation, guardians' or parents' names, address and telephone number, withdrawal report, high school discharge cards. Also includes foreign exchange student records.	Permanent		Permanent
0710-0000	School Bus Incident Report	3 yrs		Destroy
0711-0000	Student Name/Address Listing Names and addresses of all students currently or previously enrolled in the school system.	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULEAGENCY NUMBER
S341602SCHEDULE NUMBER
002PAGE NUMBER 43
40 OF

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0712-0000	Student Time Card (G030090688)	6 yrs		Destroy
0713-0000	Student's Personal Progress Report (G030070688)	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

41 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Student Health

0800-0000

Accident Reports (Student)
Contains: accident and incident reports,
claims, and related correspondence.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever
is longer

Destroy

0801-0000

Administration of Medication Request
Permission to administer medication to a student
during school hours and on school trips.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is
longer

Destroy

0802-0000

Annual Immunization Status Report (Copy)
Original is sent to the New Jersey Department
of Health, and a copy is sent to the local health
department.

3 yrs

Destroy

0803-0000

Annual Report of Tuberculosis Testing in Schools
(Copy)
Original is sent to the New Jersey Department
of Health, and a copy is sent to the local health
department and the office of the County
Superintendent of Schools.

1 yr

Destroy

0804-0000

Annual Scoliosis Screening Report (Copy)
Original is sent to New Jersey
Department of Health, and a copy is sent to the
local health department.

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

42 OF 43

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0805-0000	Application for Special Transportation - Temporary Medical Emergency Permission to transport student in the event of a medical emergency.	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0806-0000	Emergency Information Card - Student Contains: parents' names, address, places of employment, and telephone numbers for emergency notification.	As updated		Destroy
0807-0000	Health History and Appraisal Card (NJDE A-45C) * Title also given as: Medical Inspection Reports and Notices, and Medical Inspection Record Card.	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0808-000	Immunizations File Contains: annual report, immunization exemptions, routine or follow-up immunizations, Immunizations Administration Record, Immunizations Contraindication Notice, Immunization Deficiency Notice, and Immunizations Waived/Religious Exemption.	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0809-0000	Minor Illness, Injury Notification Notification to parents of their child's minor illness or injury.	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

43 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0810-0000

School Health Services Daily Log
Nurse's daily account of health related activities.

3 yrs after
final entry

Destroy

0811-0000

Scoliosis Screening Report (05B005) (Copy)
Original is sent to the New Jersey Department of Health and a copy is sent to the local health department.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is
longer

Destroy

0812-0000

Significant Tuberculosis Reactions Report (Copy)
Original is sent to the New Jersey Department of Health and a copy is sent to the local health department or TB control agency.

3 yrs

Destroy

0813-0000

Student Program Adjustment Schedule
Modification of a student's academic program due to illness or injury.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is
longer

Destroy